REPROGRAPHIC REGULATIONS

A full version of the Archive’s Reprographic Policy is available on request

All currently available reprographic methods expose archive material to risk of permanent damage. Some methods, such as photocopying, expose the item to physical stress because of the manner in which the item must be positioned in order to take a copy. The majority of methods expose the items to excessive UV levels and in many cases to bursts of heat thus damaging the physical and chemical structure of the media.

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In addition there may be copyright or restrictions imposed by the depositor which will affect the decision whether or not a copy will be made.

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GENERAL REGULATIONS

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